

MUNIS

PURGING GL ACCOUNT HISTORY
(MSA-3)

May 2003

VERSION 1.0

Purging GL Account History

OVERVIEW

MUNIS maintains all detail transactions associated with each account in the general ledger history files. The detailed transactions may be viewed, printed and reported for the current and any prior years. Many functions and modules within MUNIS post to the accounts, which very quickly amount to hundreds and thousands of detailed transactions each month. The detailed transactions are necessary to show a detailed audit trail of the expenditures, revenues and balance of each account.

After a few years, the value of the detailed transactions diminishes and the transactions may no longer be needed. Unneeded detailed transactions utilize disk space and burden the system when performing reports or inquiries. For this reason, MUNIS provides a function to allow a district to purge old transactions.

RETAINING HISTORY

The amount of history to maintain rests with each individual district. The Division of School Finance recommends the districts retain 7 fiscal years (current and 6 prior years) of detail history.

SCHEDULING HISTORY FILE PURGES

Purging the history transactions should be done on a periodic basis. Ideally, a district would purge transactions shortly after completing the fiscal year end though this may be performed at any time.

PURGING HISTORY

The **Purge History Journal Entries** program, found in the *End of Period Menu* in the General Ledger module, provides the ability to purge a fiscal year of transactions from the detail history files. Please note the criteria for purging history is by fiscal year only. Detail history may not be purged by account, org, fund or other criteria as allowing this would result in out of balance journals.

Note: Purging detail transaction history does not affect the summary information kept in the GL master table. Up to 10 years of summary information is kept on the GL master file for each account.

Note: These instructions are based upon Munis version 2002.03.

Preparing to purge history:

Printing the detailed history transactions prior to purging is recommended. Two reports are available: **Journal Inquiry/Print** and **Account Detail History Report** are both found in the *Journal Entry/History Menu* in the General Ledger module.

The **Journal Inquiry/Print** program allows a user to select all journals for a fiscal year and print a report of the selected journal entries. A district may choose to report an entire year as well as sub groups of journals by source (e.g., report all payroll journals, report all budget journals etc.).

The **Account Detail History Report** program allows a user to print/spool detail history grouped by account. This format is valuable to review detail history by account. This report also provides various report options that the district may choose.

Note: When running this report, please be sure to set the option "Print GL Master Start-of-Year Balances" to "N" to allow the report to be run for prior years.

Running the MUNIS Purge Function:

Please review the MUNIS provided documentation before proceeding.

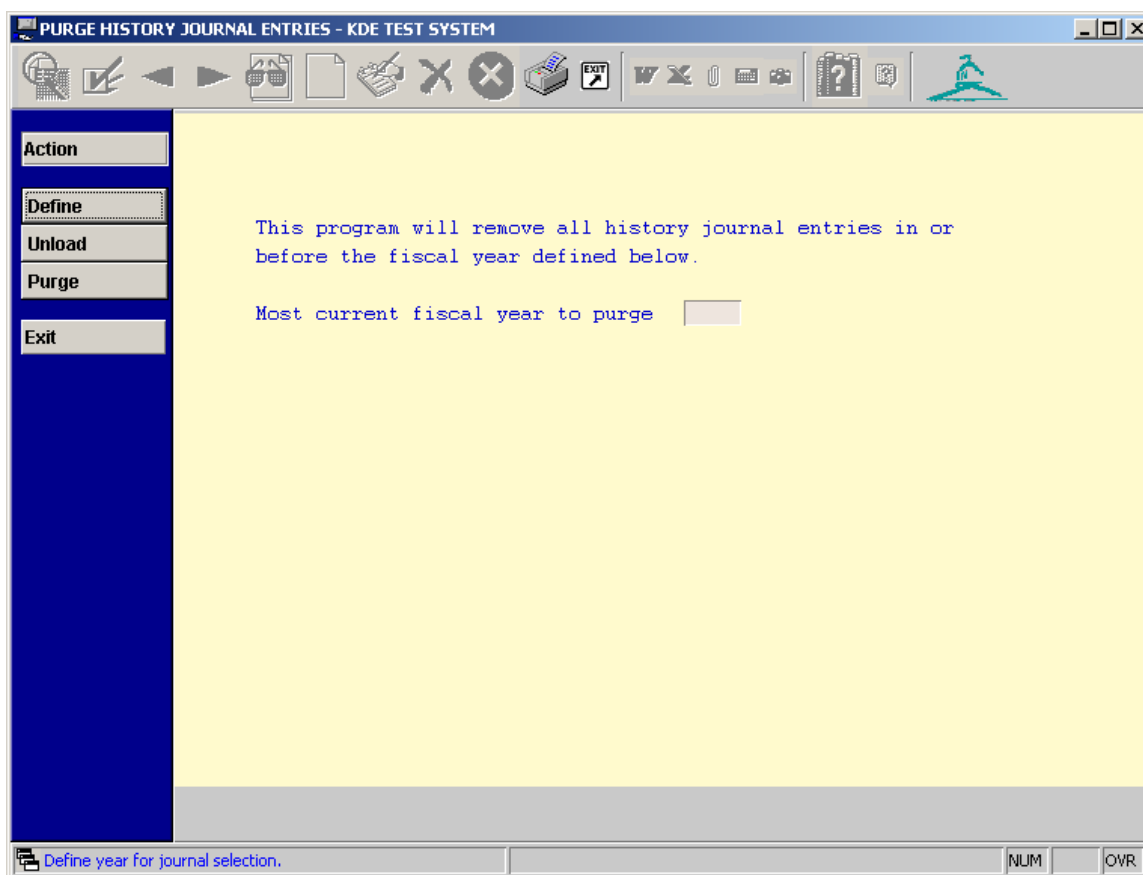
Note: The functions performed within the purge function may take some time to perform and may affect performance of the system during this process. You may wish to perform this function after normal business hours or during periods of low system utilization.

Note: It is also recommended you create reports and purge one year at a time. This will allow access to files by year and not overburden the system by trying to purge multiple fiscal years at the same time.

To access the Purge History Journal Entries function select:

- A) FINANCIALS
 - A) General Ledger Menu
 - D) End of Period Menu
 - J) Purge History Journal Entries

The following screen is displayed:



1. Select **Define**
2. Enter the fiscal year to purge (recommend if multiple years need to be purged, each year is purged individually starting with the oldest).
3. The system will report the number records selected on the screen
4. Select **Unload**. This will unload (copy) the transactions to be purged to a file on disk that may be reloaded if the purge was performed in error. This option should not be viewed as an archive solution as the file may not be reloaded after the next major release of Munis is applied.
5. Enter the filename for the unloaded records. Recommend using a naming convention that allows the district to easily identify the file and fiscal year. For example FY95DETHIST. After entering the filename and pressing return, the program may take a while as it unloads the records. Once complete, the unloaded file and path is displayed.
6. Select **Purge**. A box will appear requesting confirmation before proceeding.